

Effective 23 March 2004

**Department of the Army
United States Army North Atlantic Treaty Organization
Unit # 21420
APO AE 09705**

Decorations, Awards, and Honors

Allied Command Operations Tri-U.S. Services Department of Defense Level Awards System

Summary. This regulation addresses Allied Command Operations (ACO) awards, policies, and procedures for submission of recommendations for awards within ACO for the Defense Distinguished Service Medal (DDSM), Defense Superior Service Medal (DSSM), Defense Meritorious Service Medal (DMSM), Joint Service Commendation Medal (JSCM), Joint Service Achievement Medal (JSAM), and U.S. Awards to Foreign Military Personnel.

Applicability. This regulation applies to the United States forces members, organizations, and activities attached or assigned to and in support of ACO.

Proponent and exceptions authority. The proponent of this regulation is the Personnel Operations/Actions Division (POAD), United States Army North Atlantic Treaty Organization (USANATO). Questions concerning this regulation will be sent to HQ, USANATO, ATTN: ACDP-POAD, Unit #21420, APO AE 09705.

Supplementation. Supplementations to these instructions are prohibited without prior approval from Commander, Headquarters, USANATO, ATTN: ACDP-POAD, Unit #21420, APO AE 09705.

Interim changes. Interim changes to this regulation are not official unless the Chief of Staff, USANATO authenticates them. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. Users are invited to send comments and suggested improvements by memorandum directly to Commander, HQ, USANATO, ATTN: ACDP-POAD, Unit #21420, APO AE 09705.

*These instructions supersede U.S. Army Element ACE Regulation 600-8-22, dated 16 January 1998.

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CHAPTER 1

GENERAL PROVISIONS

1-1. PURPOSE. The purpose of this regulation is to establish policies and procedures for the peacetime ACO Tri-U.S. Services Department of Defense (DoD) level Awards System to supplement DOD Manual 1348.33-M.

1-2. REFERENCES. DoD Manual 1348.33-M, Manual of Military Decorations and Awards, dtd September 1996.

1-3. APPLICATION. This regulation is applicable to the United States forces members, organizations and activities attached or assigned to and in support of ACO.

1-4. IMPLEMENTATION. The Supreme Allied Commander Europe (SACEUR) has appointed the Commander, USANATO, as the Executive Agent for administration of the ACO Tri-U.S. Service DoD-level Awards System. This includes but is not limited to the following:

- a. Receiving and processing to conclusion DoD-level award recommendations, except those recommendations processed to conclusion at Major Subordinate Command (MSC) Principal Subordinate Command levels under the delegated authority (see paragraph 2-2c, d and e).
- b. Appointing and convening the ACO Tri-U.S. Services Awards Board.
- c. Publishing directives necessary for administration of the awards system.
- d. Serving as the command spokesperson on awards matters.

1-5. GENERAL.

a. It is the responsibility of commanders and supervisors to recognize outstanding efforts, meritorious achievements, or heroic acts of their subordinates through the timely submission of an appropriate recommendation for an award as outlined in the aforementioned reference. An equitable awards policy is essential to an effective awards system and must be evident for the morale and welfare of our service personnel.

b. Careful attention must be given to the preparation of awards recommendations so that the intermediate commanders, awards board members (see paragraph 3-1), and the approving authorities are able to evaluate each recommendation on its merits. Justice to the individual Soldier, Sailor, Airman, or Marine and the integrity of the awards system demand that this be accomplished. Commanders and supervisors must carefully evaluate each recommendation, giving consideration to the following aspects:

- (1) The regulatory requirements for the award.

(2) The scope of the individual's responsibilities and the manner in which he/she discharged those responsibilities.

(3) The appropriateness of the decoration for which an individual is being recommended.

c. All joint award recommendations will be submitted in memorandum format in accordance with DoD Manual 1348.33-M through staff and command channels to the appropriate approval authority. Request, narrative, and citation will be completed in 13 font.

1-6. POLICY.

a. Military decorations are awarded in recognition of and as a reward for heroic, extraordinary, outstanding, and meritorious acts or achievements and for service in time of war. In peacetime, the awards system does not presuppose that individuals are entitled to a meritorious service/achievement award upon departure from an assignment unless their accomplishments have significantly improved the organization's ability to accomplish its mission. All personnel serving in a joint position assigned/attached to ACO are eligible to be considered for an award at the appropriate time. Commanders/supervisors are required to develop internal suspense systems to ensure processing and presentation prior to the individual's departure from ACO. Recommendations must be tied to specific accomplishments. Accordingly, the following two questions should be asked when individuals are being considered for an award.

(1) What has the individual done to significantly improve North Atlantic Treaty Organization's or his/her organization's ability to accomplish its mission more effectively?

(2) What has the individual done to improve morale, welfare, discipline, and overall effectiveness of individual soldiers, sailors, airman, and marines?

b. Individuals should be recommended for an award only if the answer to either of the above questions show conclusively that they made contributions resulting in significant impact on the mission. Particular attention should be given to an individual's level of responsibility when determining an appropriate award.

c. Awards **will not** be tied directly to the grade of the recipient. Rather, the award should be a reflection of both level of responsibility and manner of performance. The designation of officer or enlisted awards reduces the credibility of the awards system. Similarly, award quotas introduce inequities, since during any given award period, the number of people deserving awards may exceed the quota level. Award/grade identification and quotas will not be established neither formally nor informally within ACO.

d. Commanders/Supervisors at any level should consider a Certificate of Achievement, a Letter of Commendation, a Letter of Appreciation, or Service component award as appropriate recognition for those individuals who do not qualify for a DoD award.

1-7. DEFINITIONS. For the purpose of this regulation, the following definitions shall apply.

- a. Heroism. Specific acts of bravery or outstanding courage or a closely related series of heroic acts performed within a short period of time.
- b. Meritorious Achievement. A highly significant accomplishment, with an easily discernible beginning and end, carried through to completion. The length of time involved is not the major consideration but speed of accomplishment may be a factor in determining the worth of the enterprise (see paragraph 2-3 for guidance relative to duplication of awards).
- c. Meritorious Service. Praiseworthy execution of duties over a period of time based on an individual's accomplishment during an entire tour of duty. Service differs from achievement in that service concerns an enterprise having a definite beginning and end, but not necessarily connected with a specific period of time.
- d. Tour. A service member's tour includes his/her normal tour which she/he is assigned plus any extensions. A consecutive overseas tour either at the current station of assignment or at another ACO command is considered to be a separate, distinct tour.
- e. ACO Commands. Supreme Headquarters Allied Powers Europe major subordinate commands: Allied Forces North (AFNORTH), Air Command North(AIRNORTH), Joint Command Center (JCCENT), Navy North (NAVNORTH), Joint Command North (JCNORTH), Joint Command Northeast (JCNORTHEAST), Allied Forces South (AFSOUTH), Air Command South (AIRSOUTH), Joint Command South (JCSOUTH), Navy South (NAVSOUTH), Joint Command Southwest (JCSOUTHWEST), Joint Command South Center (JCSOUTHCENT), Joint Command Southeast (JCSOUTHEAST), 650th Military Intelligence Group (650th MI), U. S. Army North Atlantic Treaty Organization, SHAPE (USANATO SHAPE).

CHAPTER 2

INDIVIDUAL DECORATIONS

2-1. BASIC ELIGIBILITY. Joint award recommendations may be forwarded for any service member assigned to a joint organization who is serving in a joint position as indicated on a joint manpower document. Joint awards only cover the current assignment. For retirement awards, service specific awards should be considered especially if that service's award regulations allow consideration of more than the current tour to justify a higher level of retirement award.

2-2. MEDALS: DESCRIPTION, CRITERIA AND AUTHORITY TO AWARD.

a. Defense Distinguished Service Medal (DDSM). This medal provides for recognition of officers of the Armed Forces of the United States whose exceptional performance of duty and contributions to national security or defense have been at the highest levels. Such officers have direct and ultimate responsibility for a major activity or program that significantly influences the policies of the U.S. Government. The DDSM is also awarded to other senior officers who serve in positions of great responsibility or to an officer whose direct and individual contributions to national security or defense are recognized as being so exceptional in scope and value as to be equivalent to contributions normally associated with positions encompassing broader responsibilities. The DDSM is the highest peacetime decoration and may only be awarded by the Secretary of Defense.

b. Defense Superior Service Medal (DSSM). This medal provides for recognition of the vital contributions made by outstanding soldiers, sailors, airman, and marines assigned to a joint DoD activity whose performance cannot be realistically recognized by a lesser award. The DSSM is comparable to the Legion of Merit (LM) awarded by the Secretaries of the military departments. The Secretary of Defense has retained award approval authority.

c. Defense Meritorious Service Medal (DMSM). The required achievement or service, while of a lesser degree than that required for award of the DSSM, nevertheless must have been accomplished with distinction. To preserve the integrity of the award, recommendations will be restricted to the recognition of non-combat meritorious achievement/service that is incontestably exceptional and of a magnitude that clearly places an individual above his/her peers. The individual recommended must be in a position of duty/job responsibility that is of significant scope and importance. The Secretary of Defense has delegated approval/disapproval authority to the SACEUR for service members assigned to the SACEUR's headquarters or Associated agencies. The SACEUR has further delegated approval/disapproval authority to the appropriate Senior U. S. Officers within ACO. A by name request for delegation must be submitted. Approval is granted by the SACEUR and is only valid for the individual officer named.

d. Joint Service Commendation Medal (JSCM). The required achievement or service, while of a lesser degree than that required for award of the DMSM, must nevertheless have been accomplished with distinction. To preserve the integrity of the award, recommendations will be restricted to the recognition with outstanding performances of duty and meritorious achievements that are incontestably exceptional and of a magnitude that clearly places these individuals above their peers. This is a valued and important award and, while the scope of

responsibility does not have to be as great as the DMSM, the individual's service must have been clearly outstanding. The Secretary of Defense has delegated approval/disapproval authority to the SACEUR for service members assigned to the SACEUR's headquarters or Associated agencies. The SACEUR has further delegated approval/disapproval authority to the appropriate Senior U. S. Officers within ACO. A by name request for delegation must be submitted. Approval is granted by the SACEUR and is only valid for the individual officer named.

e. Joint Service Achievement Medal (JSAM). The JSAM may be awarded to any member of the U.S. Armed Forces below the grade of O-6. The required achievement or service, while of a lesser degree than that required for award of the JSCM, must have been accomplished with distinction. The JSAM may not be awarded for retirement. It shall take precedence before the achievement medals of the military services. The Secretary of Defense has delegated approval/disapproval authority to the SACEUR for service members assigned to the SACEUR's headquarters or associated Agencies. The SACEUR has further delegated approval/disapproval authority to the appropriate Senior U. S. Officers within ACO. A by name request for delegation must be submitted. Approval is granted by the SACEUR and is only valid for the individual officer named.

f. Subsequent Awards. Personnel who are in receipt of the basic award of the DDSM, DSSM, DMSM, JSCM and JSAM must be recommended for an Oak Leaf Cluster to that award for each succeeding act, achievement or period of service that justifies the same award.

g. Signatory authority for the DMSM, JSCM and JSAM award certificates will remain with the SACEUR, with the exception of those awards approved under the delegated authority in paragraph 2-2c through 2-2e.

h. Authority to approve awards from each separate service will be in accordance with appropriate service regulations.

2-3. DUPLICATION OF AWARDS.

a. Only one award will be awarded to an individual for the same act, achievement, or period of meritorious service. Service component awards may not be awarded for the same act, achievement, or period of meritorious service being recognized by a Defense Award.

b. The award in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. Recommendations for award of a decoration for meritorious service will not refer to acts of heroism or meritorious achievements which have been previously recognized by decorations. If a subsequent recommendation refers to the previous recognized heroism or meritorious achievement in its narrative then the previous award must be revoked upon approval of the new award.

c. Continuation of the same or similar type service already recognized by an award for meritorious service will not be the basis for a second award. If appropriate, an award may be made to include the extended period of service by superseding the earlier award or the award

previously made may be amended to incorporate the extended period of service. Defense awards are not normally awarded for termination of service or retirement. Service component awards are more appropriate for retirement recognition. However, if the military members joint service warrants a joint decoration that is appropriate for recognition of current service and is of sufficient level (DMSM or above) then it may serve as a retirement award.

2-4. TIME LIMITS.

a. Recommendations for awards must be placed into the processing channels no later than one year after completion of the service or meritorious heroic act. Recommendations received outside this time frame will normally be administratively returned without further action. The commander concerned furnishes exceptional mitigating circumstances in writing through command channels to Office of the Secretary of Defense (OSD) for consideration. Establishment of proper command controls will, with rare exceptions, eliminate late award recommendations (see paragraph 3-2h for submission time frames).

b. It is incumbent upon each commander to ensure that departing members of ACO are identified well in advance of their departure. If a recommendation for award is merited, it should be promptly finalized and entered into the processing channels. Approved awards will be presented to an individual prior to departure from ACO.

2-5. RESTRICTIONS.

a. Individuals who are under a suspension of favorable personnel actions under the provisions of specific service regulations will not be recommended for, nor receive an award. This restriction applies equally to the other service components when an individual is in a comparable status.

b. Service with the organization after submission of a recommendation must continue to be honorable and above reproach. The appropriate headquarters will be notified immediately of all facts or circumstances for those awards that may reflect unfavorably on individuals or their character of service when such information comes to light before the recommendation is processed to conclusion.

c. If after approval of an award, facts are brought to light which had they been known at the time would have resulted in the withdrawal/disapproval of the recommendation, then the full facts will be forwarded through appropriate channels to the appropriate headquarters for action. This applies to all awards that are processed/approved within ACO.

d. Individuals assigned to ACO that are indicated on a joint manpower document are considered eligible for joint award recognition. If a service member is reassigned from one ACO unit to another or volunteers for an In-Place Consecutive Overseas Tour (IPCOT), the individual may be considered for a joint award after completion of each tour. Joint award recognition at end of tour when a COT has been approved is not automatic; the service member's performance of duty must have been of a truly outstanding nature. The fact that a service member will have spent several years in a joint activity (upon COT completion) is not justification alone for submitting an award recommendation at the end of the initial ACO tour.

e. A departing supervisor or commander should leave a letter of continuity with his/her successor for inclusion in an award recommendation for a subordinate. When an individual is not recommended for a joint award upon completion of a COT, the supervisor/commander may provide supporting documentation to the gaining supervisor/commander to be used to justify an award at the end of the COT.

f. Defense decorations are the appropriate recognition for outstanding service in a joint/combined DOD activity. In the following cases, service component awards are appropriate:

(1) To recognize specific acts or achievements in direct support of service component missions when not related to a joint/combined DOD mission, activity, or function.

(2) To recognize an individual retiring (see para 2-3c).

(3) To recognize heroism (see para 2-6).

(4) When not assigned on the Joint manpower document.

g. Premature disclosure of information to an individual being recommended for an award should be avoided, as this could be a potential source of embarrassment to the recommending official and the command in the event the award is disapproved or downgraded.

2-6. HEROISM AWARDS. The only DOD award which can be awarded for heroism is the JSCM. However, consideration should be given to recommending the individual for an appropriate service component heroism award.

2-7. POSTHUMOUS AWARDS. The DDSM, DSSM, DMSM, JSCM and the JSAM may be awarded posthumously.

2-8. AWARD OF DOD LEVEL MEDALS TO FOREIGN MILITARY PERSONNEL. No Joint Award is authorized for foreign military personnel.

2-9. AWARD OF SERVICE COMPONENT MEDALS TO FOREIGN MILITARY PERSONNEL.

a. Recommendation for an award of a service component medal to allied force members who are being cited for service will be forwarded through appropriate channels to the appropriate service element headquarters. Each award being forwarded on foreign personnel for recommendation will include the member's date of birth in the biographical sketch. The award must clearly state contribution to that U.S. service. Such a recommendation regardless of level of origin requires a DIA files check **prior to its arrival at the element headquarters**. Requests for LM will be forwarded through the appropriate HQ element commander for his/her concurrence prior to submission to OSD. **Each Headquarters requires a 120-day processing time for LM and 60-day for MSM (see Appendix E).**

b. The prescribed processing channels and administrative requirements will be scrupulously observed when processing recommendations pertaining to foreign military personnel. An exception to policy for individuals that do not meet the degree criteria must first be submitted and approved by OSD before a recommendation is forwarded to the appropriate headquarters for processing.

2-10. AWARD OF DOD LEVELS MEDALS TO U.S. PERSONNEL AS EXCEPTION TO POLICY. Personnel not slotted in a joint position are not normally considered for DoD-level medals. If the recommending officials feel the individual's achievement or service warrants DoD-level recognition as an exception to policy, they may be submitted through this Headquarters, ATTN: ACDP-POAD to OSD. An exception to policy recommendation will be submitted through command channels and approved by OSD.

2-11. NATO MEDALS.

a. The authorization to award the NATO Medal is the sole prerogative of the Secretary General of NATO. The Secretary of Defense must authorize the approval and wear of all NATO medals.

b. The NATO Medal is categorized as a foreign/international service medal. Permanent orders are not required. Unit commanders must submit separate rosters of eligible military and civilian personnel through command channels to the USNMR for consolidation. All NATO headquarters will submit request for NATO medals directly to Allied Command Operations (ACO) Resources Division DSN 423-3638.

c. The rosters will be prepared using Excel spreadsheet format with the following fields for all personnel: "SSN, Name (Separate columns, LNAME, FNAME, MI), Rank, Service, Nation, Unit, Duty Location, Period From and Period thru". Units are to provide this information on a 3.5 diskette.

d. A memorandum signed by the unit commander verifying that service members are qualified for the awarding of the NATO medal must accompany all requests.

e. Wherever possible commanders should arrange for awarding the medal to eligible personnel participating in the operation before the individual redeploys. Eligible individuals who redeploy without receiving the medal should inform their gaining Personnel Service Center, Separation Transition Point or Civilian Personnel Advisory Center (CPAC) to contact their losing MACOM or Civilian Personnel Directorate for verification and request of medal set.

CHAPTER 3

BOARDS AND ADMINISTRATIVE PROCEDURES

3-1. TRI-SERVICES AWARDS BOARD.

a. DMSM, JSCM and JSAM award recommendations will be subjected to review and evaluation by only one awards board prior to final action by an ACO approving authority.

b. ACO Commanders possessing the necessary administrative and staff capability are encouraged to appoint an advisory board of officers/senior noncommissioned officers in sufficient numbers to ensure timely processing of DoD level awards recommendations. HQ, USANATO and authorized subordinate commands will organize and convene the awards board in accordance with Appendix B. All other boards need not physically convene. Instead, appropriately documented packets may be delivered/routed to the voting members (minimum of three) for evaluation and recommendations by the nonvoting recorder.

c. Where possible, boards will have a balanced membership of the Tri-U.S. Service according to relative numbers assigned and their availability. Board members who are senior NCOs will evaluate recommendations on enlisted personnel only.

d. Recommendations previously boarded and so noted in an endorsement will be forwarded to this Headquarters, ATTN: ACDP-POAD for final action.

e. Other ACO commands listed in Appendix C are currently supported by HQ, USANATO for awards boarding and processing. These commands will remain supported by this Headquarters and are not required to establish an awards board.

3-2. PREPARATION AND SUBMISSION OF AWARD RECOMMENDATIONS.

a. Recommendations for DMSMs, JSCMs and JSAMs will be prepared in memorandum format (see Appendix A for memorandum guidance) and will be addressed through normal command channels to the appropriate approval authority. They will be transmitted to the appropriate headquarters, in the original and six copies.

b. Recommendations for DDSMs and DSSMs will be prepared on memorandum for recommendation (see Appendix A for memorandum preparation guidance) and will be addressed through normal command channels to the Supreme Allied Commander Europe (SACEUR). They will be transmitted to the appropriate headquarters, as the original. Recommendations and endorsements if any, will be signed by the Senior U.S. Officer as outlined below.

c. Recommendations may be initiated/signed by the appropriate first line supervisor to include foreign military personnel or DOD civilians. However, recommendations forwarded to this Headquarters for approval will be submitted with the signature of the Senior U.S. Officer or designated representatives of general officer or flag officer rank in the originating and each

intermediate headquarters. Memorandum for recommendation will be used to the maximum extent. The final memorandum will be used to transit the recommendation to this Headquarters.

d. Award recommendations not initiated by the Senior U.S. Officer must include his/her concurrence/non-concurrence. All recommendations will be routed through the appropriate detachment, company, battalion or element.

e. In the interests of economy, the preprinted memorandum for recommendation will be used to record processing/routing actions. Pen and ink/rubber stamp entries are encouraged. Additional endorsements or continuation sheets to the text are discouraged but may be added on plain paper only if provided space on memorandum for recommendation is inadequate.

f. The narrative justification for either the DDSM or DSSM shall not exceed three single-spaced typewritten pages; DMSM, JSCM and JSAM narrative justification shall not exceed one single-spaced typewritten page. All narrative justification will be typed in 13 font. The narrative should be specific and factual, giving concrete examples of exactly what the member did, how it was done and what benefits or results were realized that significantly exceeded superior performance of duty. Supporting documentation should be included only when such documentation is essential to the recommendation.

g. Citations for the DMSM, JSCM and JSAM shall be prepared on 8 ½ x 11-inch plain bond paper. Parchment paper or other suitable paper stock may be used. Command seals may be imprinted if desired to enhance the quality and esthetic value of the citation. Preparation of citations in final format will be enforced (see Appendix D & E).

h. Submission Timeframes: To ensure presentation of approved awards prior to the individual's departure from NATO, recommendations should be submitted within the time frames indicated below:

(1) Recommendations for the DMSM, JSCM and JSAM should reach the awards processing official 45 days prior to projected ending date of the award period.

(2) Recommendations for the DDSM and DSSM should reach this Headquarters not later than 90 days prior to the projected ending date of the award period.

(3) Heroism and achievement awards should be given priority processing and forwarded to the appropriate Headquarters without delay. Eyewitness statements and any other available supporting documents will accompany heroism recommendations.

i. Commanders will ensure that pertinent local U.S. intelligence/investigative, UCMJ, customs and MP agency files contain no information which would preclude favorable consideration of an award recommendation. There is no requirement to note the absence of disqualifying information on the memorandum of recommendation.

j. Recommendations within ACO will be routed through the local National Support Element for administrative review and/or verification of personnel data and file checks noted

above. Each award being forwarded to the headquarters for approval will include a statement from the forwarding organization that the individual meet eligibility criteria in accordance with their respective service.

k. All joint award recommendations will include previous joint awards listed in the recommendation memorandum with inclusive dates. If a previous joint award falls within the same inclusive dates of the current recommendation, a copy of the previous award citation must accompany the recommendation.

3-3. PREPARATION AND RETENTION OF JOINT AWARD ORDERS.

a. All joint awards will be prepared in accordance with (IAW) DOD 1348.33-M guidance. (See Appendix F for example)

b. Each command must maintain two years of awards records on file at the approval location.

c. All joint award approval documents, copies of orders and citations must be safeguarded for historical preservation. All joint awards records will be sent to the Washington National Records Center when retired.

(1) The records will be packaged in boxes identified for records disposition (records retiring box NSN 8115-00-117-8249).

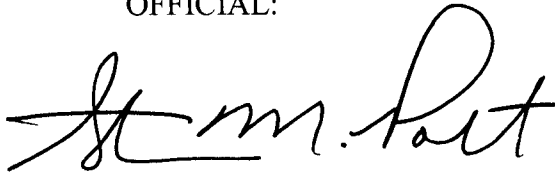
(2) Prepare a SF 135, Records Transmittal and Receipt form and fax the form to the Washington National Records Center (WNRC). The fax number is (301) 457-7117. Call to ensure receipt of fax. The phone number is (301) 457-7040.

(3) Once you have received the accession number back from the WNRC then you will need to send the records to the center at the following address:

Washington National Records Center
4205 Suitland Road
Suitland, MD 20746-8001

(4) Ensure one copy of the approved SF 135 is in each box.

OFFICIAL:



STEVE M. POET
Colonel, AG
Chief of Staff

COLBY M. BROADWATER III
Lieutenant General, USA
Commanding

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Deputy Director, Reaction Force Air Staff, PSC 112, Box 400, APO AE 09717
Cdr, HQ CINCSOUTH, PSC 813, Box 1, FPO AE 09620
Cdr, COMAIRSOUTH, APO AE 09706
NATO Airborne Early Warning Control Force, APO AE 09104
Allied Command Europe Rapid Reaction Corp, APO AE 09803
Cdr, AIRNORTH, APO AE 09012
Cdr, SFOR, Sarajevo, Bosnia, APO AE 09780
Cdr, Striking Fleet Atlantic, FPO AE 09501-6015
Deputy Commander, Joint Sub Regional CMD SE, APO AE 09821
ASST Chief of Staff J2/3/7, CINCEASTLANT, FPO AE 09421-0107

Appendix A
SAMPLE RECOMMENDATION FOR DDSM/DSSM/DMSM/JSCM/JSAM
(Letterhead of Initiating Component)

MEMORANDUM THRU Headquarters, United States Army North Atlantic Treaty
Organization, ATTN: ACDP-POAD, APO AE 09705

FOR Office of the Secretary of Defense, Military Personnel Division, ATTN: Awards Section,
Washington D.C. 20301 (*for all DDSM, DSSM or Exceptions to policy*)

OR

Office of the Supreme Allied Command Europe, Supreme Allied Powers, Europe, ATTN:
SACEUR Admin, Unit #21240, Box 7100, APO AE 09705 (*for all joint awards below DSSM*)

SUBJECT: Recommendation for Award of the (*which joint award*)

DATE: (*date of submission*)

Reference **DOD Directive 1348-33-M**

1. Under reference, **recommend that the following member be awarded the “which joint award”**

a. (*Name, social security number and service component*)

b. Unit of assignment: (*completely spelled out to include section member worked in and the UIC or PAS Code and APO*)

c. **Rank/grade and Position:**

d. **Period of Award:** (*Inclusive dates for which recommended*) Service will be the entire tour date from start until DEROS. Achievement will be the date of the Achievement.

e. **Reason for submitting award:** Type of award: Service, Achievement, Retirement (*impact awards are achievement*) NOTE: SM who retires from active duty from a joint assignment shall not be used to request or justify a higher level award than the actual service, achievement or tenure in the joint assignment supports.

f. **Presentation date:** Date award is to be presented. We calculate late awards from ending period or presentation date, which ever is first.

g. **Previous Joint Awards:** (*list any previous JOINT Awards to include the reason for the award and inclusive dates*).

(format continued on next page)

h. No other award for this member for this action is pending and no previous award has been made for the service described herein. *(It is the responsibility of the recommending official to ensure compliance with this policy).*

Enclosed is a narrative description of *(achievement performed or service rendered)*:

(The narrative should be specific and factual, giving concrete examples of exactly what the member did, how it was done, and what benefits or results was that significantly exceeded superior performance of duty.)

(Signature of recommending official)

JOHNNY B. GOOD

Colonel, QM

ACOS-J9

*note should be the senior US Officer for that section or command, if not then must be routed through that official. Try to limit your recommendation to one page if possible.

3 Encls

1. Narrative (no more than 3 pages single spaced for DSSM or above, 1 page for DMSM or below)
2. Citation *(single spaced, up to 16 typewritten lines)*
3. Supporting information, if appropriate

Appendix B
TRI-SERVICE AWARDS BOARD ORGANIZATION
HEADQUARTERS, UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION

1. The Joint Awards Boards should be administered on a bi-monthly basis. ACO commands having delegation authority may vary their joint awards board accordingly to the command's workload. Awards will be routed through board members regularly, based on the number of award recommendations received in any period, not to exceed four weeks. This procedure will decrease the awards processing turnaround time.
2. Awards board will include individuals from the three services as follows:
 - a. One O-6 (any service) to serve as President of the Board.
 - b. Two O-3 or above (from remaining two services).
 - c. Three Senior Noncommissioned Officers (E-8 or above, from any service).
3. Voting Procedures:
 - a. President may vote on all packets or serve as tiebreaker.
 - b. The majority vote will determine the outcome of the recommended award. Approval or disapproval of award is based on a consensus of the board. The President of the Board alone does not possess the authority to either recommend approval or disapproval of the award.
4. Copies of the attached joint awards board guidance will be given to each board member (See Appendix G).
5. After the awards board has been completed and the results approved by the President of the Board, they will be forwarded to the approval authority for final approval.

Appendix C
COMMANDS/ORGANIZATIONS SUPPORTED BY THE ACO
TRI-U.S. SERVICES AWARDS BOARD

USNMR
SHAPE*
EUCOM personnel with duty at SHAPE
HQ 650th MI

*Includes subordinate commands/units and applicable U.S. Navy, USANATO and USAFE JSS

Note: Refer to Chapter 3, this regulation, for information regarding awards boards.

Appendix D
SAMPLE AND INSTRUCTIONS FOR CITATIONS

1. Local manufacture of citations is not authorized. Citations imprinted with DoD heading may be used until current stock levels are depleted.
2. The opening sentence must identify the awardee by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), location and date (or inclusive dates).
3. The narrative is a short description of the act, achievement, or service. Facts should be specific and confined to no more than two sentences. Avoid superfluous adjectives and other embellishment.
4. Confine the closing to one sentence, which will personalize the summation by use of the awardee's name and his or her attributes.
5. In citations for retirement awards, use the word "long" (closing sentence) only for service over 30 years.
6. Do not use code names in citations, nor any abbreviations other than Jr., Sr., II, and so on, following the service member's name. For compound grade titles, such as first lieutenant, staff sergeant and so on, spell out complete grade title in the opening sentence and then use the short title in the rest of the citation. Example: Lieutenant, sergeant, etc.
7. Samples:

DEFENSE MERITORIOUS SERVICE MEDAL

OPENING SENTENCE:

Major Anthony J. Jones, United States Army, distinguished him by exceptionally meritorious service (achievement) as (duty assignment) or (while assigned to [office] from _____ to _____).

NARRATIVE DESCRIPTION:

During his three years in RSGS, he directed communication planning and executed successful communications support for over 20 SHAPE exercises to include: ABET GIANT (2), JWID (2), STRONG RESOLVE, ABLE ALLY, CMX (2), ALLIED EFFORT, ABLE FAST (7), DYNAMIC ACTION, SHAPEX (3), MOBEX; he further planned communications for the 45th anniversary of NATO, 30th Anniversary of SHAPE's move to Belgium (parade and activities), SACEUR Change of Command, RSGS Change of Command, several NATO wide deployments and numerous ancillary signal support missions.

OR

In this important assignment, Major Jones' outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Department of Defense.

CLOSING SENTENCE:

These distinctive accomplishments of Major Jones reflect great credit upon him, the United States Army and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Major Jones culminate a (long and) distinguished career in the service of his country and reflect great upon him, the United States Army and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Major Jones while serving his country reflect great credit upon him, the United States Army and the Department of Defense.

JOINT SERVICE COMMENDATION MEDAL

OPENING SENTENCE:

Petty Officer Second Class Anthony Jones, United States Navy, distinguished him by exceptionally meritorious service (achievement) as (duty assignment and office) or (while assigned to [office] from _____ to _____).

NARRATIVE DESCRIPTION:

During this period Petty Officer Jones' outstanding professional skill, knowledge and leadership aided immeasurably in identifying problem areas in the field of (_____) and in developing and implementing research projects capable of solving these problems.

CLOSING SENTENCE:

The distinctive accomplishments of Petty Officer Jones reflect great credit upon him, the United States Navy and the Department of Defense.

(Retirement Award)

The distinctive accomplishments of Sergeant Jones culminate a (long and) distinguished career in the service of his country and reflect great credit upon him, the United States Army and the Department of Defense.

(Separation Award)

The distinctive accomplishments of Sergeant Jones while serving his country reflect great credit upon him, the United States Air Force and the Department of Defense.

(Posthumous Award)

The distinctive accomplishments of Sergeant Jones in the dedication of his service to his country reflect great credit upon him, the United States Army and Department of Defense.

OPENING SENTENCE:

Staff Sergeant Anthony J. Jones, United States Air Force, distinguished him by exceptionally meritorious achievement as (duty assignment) or (while assigned to office) from _____ to _____.

NARRATIVE DESCRIPTION:

Staff Sergeant Jones' demonstrated outstanding professional skill, knowledge and interservice leadership in organizing, developing and reforming the administrative requirements for the Department of Defense Variable Housing Allowance Study Group.

CLOSING SENTENCE:

The distinctive accomplishments of Staff Sergeant Jones reflect credit upon him, the United States Air Force and Department of Defense.

Appendix E
SAMPLES AND INSTRUCTIONS FOR
SERVICE AWARDS TO FOREIGN MILITARY PERSONNEL

1. REFERENCES: DoD Manual 1348.33-M, SECNAVINST 1650.1G, U.S. Awards to Foreign Military Personnel and AFI 36-2803, The Air Force Awards and Decorations Program, dtd Aug 1999 and AR 600-8-22, Military Awards, dtd 25 February 1995.

2. PURPOSE: Provide information regarding subject awards.

3. DISCUSSION:

a. Any recommendations on general officers and all Legion of Merit or higher U.S. Awards are forwarded to the Office of the Secretary of Defense for approval. They will be submitted on appropriate award recommendation form and must include a narrative justification (one page, double spaced), an original citation (Encl 1), a biographical sketch of the individual (sketch must include year, month and day of birth), a Defense Intelligence Agency (DIA) files check (Encl 2). These actions must be accomplished prior to forwarding the request to their respective service element. The Under Secretary of Defense for policy should request the Department of State to obtain the foreign country's concurrence for the award if considered desirable.

c. Upon receipt by the respective service element, the recommendation is reviewed for regulatory compliance and is forwarded to senior service commander for approval/disapproval concurrence. Award approval time frame varies depending on workloads and cooperation of the host nation who must concur with the award; the process could take from 4-6 months.

d. DOD guidance requires a counter intelligence records check, a local DIA concurrence/nonoccurrence memorandum and a statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned) to the country of the recipient of the award for any foreign military personnel being recommended for an award.

Enclosure 1

CITATION

The President of the United States of America authorized by Act of Congress,

July 20, 1942, has awarded the Legion of Merit (Degree of Commander)

Colonel-General Leo Peter Doe

For exceptionally meritorious service from 15 October 1995 to 15 June 1997 while serving as the Deputy to the Supreme Allied Commander, Europe for Russian Forces in IFOR/SFOR at the Supreme Headquarters Allied Powers Europe, Belgium. Colonel-General DOE has been a vital asset in the development of the first Post Cold War, joint U.S./NATO-Russia peacekeeping military operation. Colonel-General DOE planned Russia's first joint military peacekeeping operations with NATO Forces and coordinated the strategic, operational and tactical planning of NATO and Non-NATO forces. Through his planning skills, diplomacy and dedication to the successful accomplishment of the IFOR.SFOR missions, the people in Bosnia-Herzegovina have regained a measure of the freedom and stability lost during a long and difficult conflict. Colonel-General DOE was instrumental in the IFOR and SFOR operation, contributing significantly to the preservation of the peace in Bosnia. His exceptional performance over the past 19 months demonstrated the highest level of professional commitment, skill and dedication and his untiring efforts have significantly contributed to peace in Bosnia-Herzegovina as well as the long-term sustenance of U.S./NATO-Russia military cooperation. Colonel-General DOE's significant contributions, military professionalism and outstanding performance of duty reflect great credit upon himself, uphold the highest traditions of the Russian Army and reflect exceptional credit to the vitally important NATO-Russia relationship.

**YOU MUST LEAVE AT LEAST A 3-INCH BOTTOM MARGIN FOR OSD SEAL AND
SECRETARY OF DEFENSE'S SIGNATURE.**

Enclosure 2

Request for DIA Check Memorandum

OFFICE SYMBOL (lb)

DATE

MEMORANDUM FOR Defense Intelligence Agency (DIA),
200 MacDill BLVD, Washington D.C. 20340-0001

SUBJECT: Files Check on Colonel-General John Doe, Russian Army

1. Request that a DIA files check be conducted on Colonel-General John Doe, Russian Army. Colonel-General John Done, has been recommended for award of the Legion of Merit and the files check is required prior to approval.
2. The POC for this action at the DIA is (202) 231-3348/3350 and DSN 428-3348/3350.

FOR THE COMMANDER:

Signature Block

Appendix F
FORMAT FOR JOINT ORDERS
LETTER HEAD OF APPROVAL AUTHORITY

ACDP-POAD (office symbol of order issue authority) (date of order) 9 April 2002

PERMANENT ORDERS 02-99-04 (format Calendar Year – Julian date – order number)

Subject: Announcement of Department of Defense Awards

Under the provisions of Department of Defense 1348.33-M, the SACEUR (Title of approval official) in the name of the Secretary of Defense has awarded the following:

DEFENSE MERITORIOUS SERVICE MEDAL: (Name of approved award)
(Rank) (Name First, MI, Last), (Last 4 SSN), (Branch of Service), (Award period), (Unit assigned), (Type of award- Service (PCS)-Impact-Separation-Retirement-Posthumous)

LT COL James M. Gallagher, 8996, United States Air Force, 22 June 1999 to 29 April 2002,
SHAPE-NATO, Service (PCS) Award

FOR THE SACEUR: (title of approval official)

JOANNE L. REVIS (Signature block, order issuer)
CW3, USA
Chief, Personnel Operations/Actions Division

**INDIVIDUAL(S) MUST ENSURE THAT FULL SOCIAL SECURITY NUMBER (SSN),
A COPY OF THE CERTIFICATE, CITATION, AND ORDER ARE PROVIDED TO
THEIR MILITARY PERSONNEL OFFICE FOR UPDATE OF PERSONNEL
RECORDS.**

(note: Order should only be one page long, and should contain no more than six awardees)

Appendix F
FORMAT FOR JOINT ORDERS
LETTER HEAD OF APPROVAL AUTHORITY

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(Rank) (Name First, MI, Last), (**Complete SSN**), (Branch of Service), (Award period), (Unit assigned), (Type of award- Service (PCS)-Impact-Separation-Retirement-Posthumous)

LT COL James M. Gallagher, 123-45-6789, United States Air Force, 22 June 1999 to 29 April 2002, SHAPE-NATO, Service (PCS) Award

FOR THE SACEUR: (title of approval official)

JOANNE L. REVIS (Signature block, order issuer)
CW3, USA
Chief, Personnel Operations/Actions Division

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(note: Order should only be one page long, and should contain no more than six awardees.)



UNITED STATES MILITARY COMMUNITY
SUPREME HEADQUARTERS ALLIED POWERS EUROPE
UNIT 21420
APO AE 09705

REPLY TO
ATTENTION OF

SHGXS-XO

14 March 2003

MEMORANDUM FOR Joint Awards Board President

SUBJECT: Joint Awards Board Guidance

1. Department of Defense awards are presented to military members in recognition of achievements which have significantly contributed to the effectiveness, morale or esprit de corps of a military organization. Great care must be given to assure that the recommended level of each award is consistent with the member's overall level of responsibility, span of control and position within the organization. Additionally, service or PCS award recommendations must indicate a sustained level of superior performance throughout the member's tour of duty.

2. Presentation of an award is a subjective decision made by the approving authority, and that decision must be based upon performance by the member that clearly exceeds that normally expected by virtue of the member's grade and experience. No military member is automatically entitled to an award upon departure from an assignment. Joint Awards Board members must review each recommendation packet to ensure that the narrative remarks demonstrate performance above and beyond the member's scope of duties and responsibility.

3. Joint award recommendations may be forwarded for any service member assigned to a joint organization, as indicated on a joint manpower document. However, joint awards only cover the current assignment. In the case of retirement awards, service specific awards should be considered, especially if that service's award regulations allow consideration of more than the current tour to justify a higher level of retirement award.

4. Upon completion of each Joint Awards Board session, board packets, vote sheets, and the President's report will be forwarded to the SACEUR Administration section, to be forwarded for final approval by SACEUR.

R.T. TRYON
BGen, USMC
U.S. Community Commander,
SHAPE



Appendix G
UNITED STATES MILITARY COMMUNITY
SUPREME HEADQUARTERS ALLIED POWERS EUROPE
UNIT 21420
APO AE 09705

REPLY TO
ATTENTION OF

SHGXS-XO

14 March 2003

MEMORANDUM FOR Joint Awards Board Panel Members

SUBJECT: Joint Awards Board Instructions

1. REFERENCES:

- a. DoD Manual 1348.33-M, Manual of Military Decorations and Awards, dated September 1996
- b. WHS Joint Awards Guide, <http://persec.whs.mil/milpers/guide.html>, dated January 2000
- c. U.S. Army Element, ACE, Regulation 600-8-22, dated 16 January 1998

2. PURPOSE: To establish clear responsibilities of each board member. This letter supersedes previously published Joint Awards Board Member guidance.

3. The Chief of Staff, US Army Element, will serve as the Board President. Board members will be selected from the service elements.

4. Board members are not required to evaluate the format, eligibility or timeliness of the recommendation. The United States Army Element, Personnel Actions Branch will complete these tasks before recommendations are boarded.

5. Voting Procedures:

a. The President of the Board may elect to vote on all packets or vote only to break a tie.

b. Awards will not be tied directly to the grade of the recipient. Rather, the award should be consistent with the member's overall level of responsibility, span of control and position within the organization. Board members must determine that the cited accomplishments, performances of duty and achievements clearly place the individual above peers.

c. All packets boarded must be voted on and given one of the following recommendations:

- vote to recommend approval of the recommended award

SHGXS-XO

SUBJECT: Joint Awards Boards Instructions

- vote to recommend downgrade of the recommended award
- vote to recommend Certificate of Achievement, Letter of Commendation or Appreciation
- vote to recommend disapproval of the award recommendation

d. The majority vote will determine the recommendation to be forwarded to the approval authority. The President of the Board alone does not possess the authority to either approve or disapprove a recommendation.

e. Packets will not normally be returned for stronger justification, but may be if the President of the Board warrants such action. All packets will be evaluated on information provided and not based on known information not provided. Questions that cannot be resolved by the Board should be referred to the Chief, Personnel Actions Branch for clarification. Every attempt must be made to resolve questions by the close of business on the day of the board.

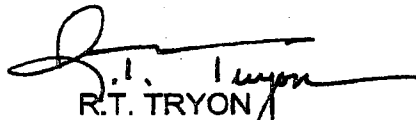
f. Recommendation for downgrade or disapproval must be clearly stated by the President of the Board on the final board recommendation. Examples are as follows:

- Level of responsibility and narrative doesn't justify DMSM. Downgrade to JSCM.
- Accomplishments only warrant recognition of JSCM. Downgrade from DMSM.
- Level of responsibility and accomplishments does not warrant joint award recognition. Recommend Certificate of Achievement.

g. The SACEUR is the final approval/disapproval authority.

6. Point of contact for this headquarters is Chief, Personnel Actions Branch, DSN 423-5343.

FOR THE COMMANDER:



R.T. TRYON
BGen, USMC
U.S. Community Commander,
SHAPE